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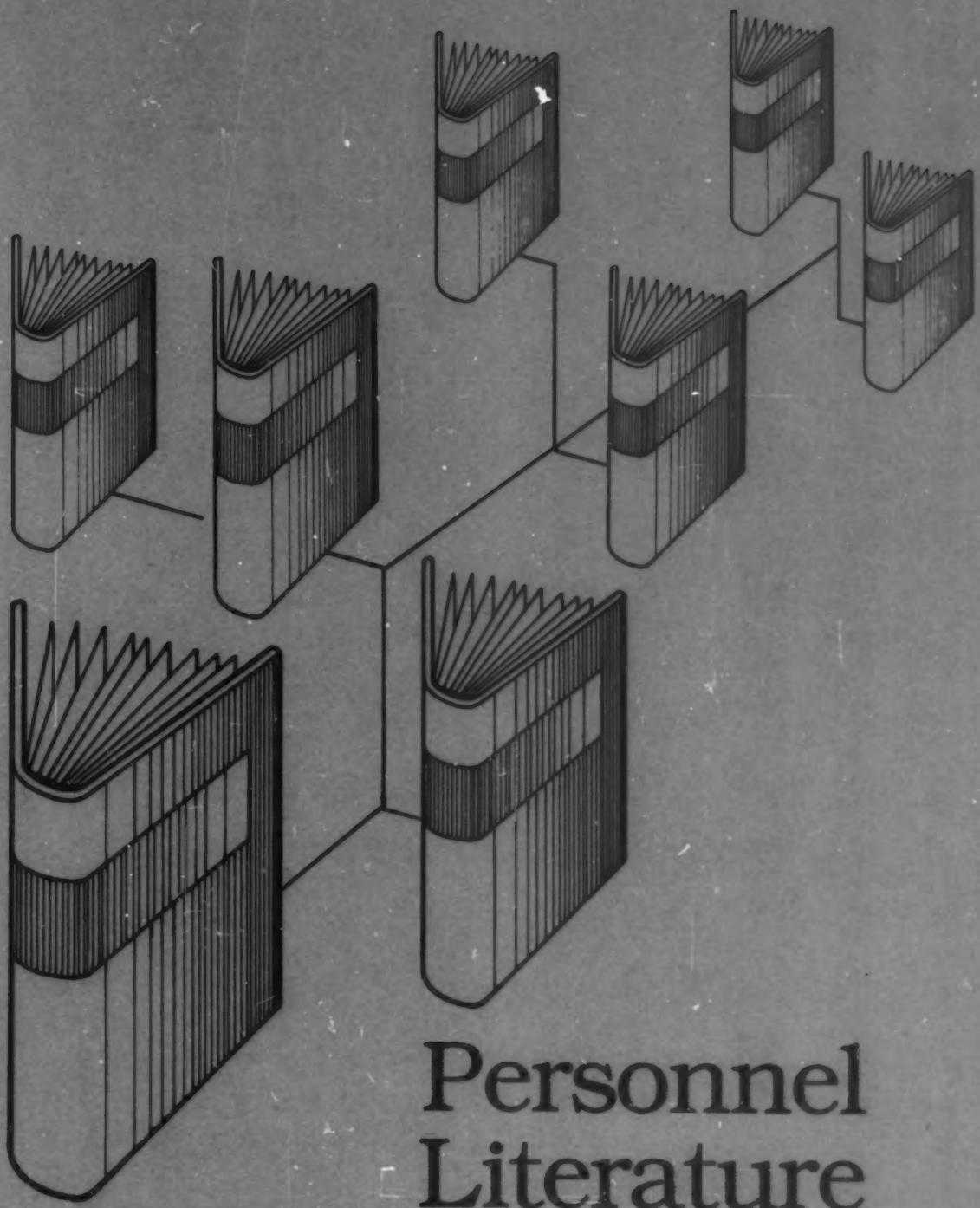

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ASSESSMENT CENTERS

12-1

Feltham, Rob.

Assessment centre decision making: judgemental vs. mechanical. Journal of occupational psychology, 61:237-241, September 1988.

Descriptors: *Assessment centers--Research.

AWARDS

12-2

Rawlinson, Holly.

Make awards count. Personnel journal, 67:139-142+, October 1988.

Descriptors: *Awards--Case studies.

CAREER PLANNING

12-3

Blustein, David L. and Susan D. Phillips.

Individual and contextual factors in career exploration. Journal of vocational behavior, 33:203-216, October 1988.

Descriptors: *Career planning--Research.

CAREER STAFFING

12-4

Galle, William P., Jr. and Charles W. Langdon.

Metacommunication: clouding the selection process. Personnel administrator, 34:80+, October 1988.

Descriptors: *Employment references.

12-5

Halcrow, Allan.

Employees are your best recruiters. Personnel journal, 67:42-49, November 1988.

Descriptors: *Recruitment--Methods.

12-6

Halcrow, Allan.

Temporary services warm to the business climate. Personnel journal, 67:84-89, October 1988.

Descriptors: *Temporary employees--Utilization / *Temporary employees--Attitudes toward / *Temporary employees--Statistics.

12-7

Lawrence, Edward, Jr.

Guidelines for hiring a contract recruiter. Personnel journal, 67:110+, October 1988.

Descriptors: *Recruitment / *Contractors--Selection.

12-8

Nye, David.

Speak no evil about former employees. Across the board, 25:24-30, November 1988.

Descriptors: *Reference checks / *Employment references / *Employers' liability.

CAREER STAFFING (Cont'd)

12-9
Sonnenfeld, Jeffrey A. and Maury A. Peiperl.
Staffing policy as a strategic response: a typology of career systems. Academy of Management review, 13:588-600, October 1988.
Descriptors: *Career staffing--Research / *Organizational behavior--Research.

12-10
Stanton, Erwin S.
Fast-and-easy reference checking by telephone. Personnel journal, 67:123-126+, November 1988.
Descriptors: *Reference checks--Methods / *Employment references / *Selection--Methods.

12-11
Walz, Garry R.
The placement professional as marketeer. Journal of career planning & employment, 49:38-43, Fall 1988.
Descriptors: *Advertising--Recruitment / *Placement / *Recruiters / *Vocational counseling.

CHANGE, ORGANIZATIONAL

12-12
Brockway, David M.
Executive action plan: profiting from change. Best's review (life/health insurance edition), 89:118+, November 1988.
Descriptors: *Change, Organizational / *Organizational behavior.

12-13
Conner, Daryl R.
The myth of bottom-up change. Personnel, 65:50-52+, October 1988.
Descriptors: *Change, Organizational.

12-14
Frame, Robert M. and Warren R. Nielsen.
Excellence according to plan. Training & development journal, 42:37-40, October 1988.
Descriptors: *Change, Organizational--Case studies / *Organization development--Case studies.

12-15
Harrison, J. Richard, David L. Torres and Sal Kukalis.
The changing of the guard: turnover and structural change in the top-management positions. Administrative science quarterly, 33:211-232, June 1988.
Descriptors: *Change, Organizational--Research / *Executive succession--Research.

12-16
Kleinman, Dan.
Witness to a merger. Personnel journal, 67:56-69, November 1988.
Descriptors: *Change, Organizational.

CHANGE, ORGANIZATIONAL (Cont'd)

12-17

Wiener, Yoash.

Forms of value systems: a focus on organizational effectiveness and cultural change and maintenance. Academy of Management review, 13:534-545, October 1988.

Descriptors: *Organizational effectiveness--Research / *Organizations--Climate--Research.

12-18

Wilkins, Alan L. and W. Gibb Dyer, Jr.

Toward culturally sensitive theories of culture change. Academy of Management review, 13:522-533, October 1988.

Descriptors: *Change, Organizational--Research / *Organizations--Climate--Research / *Organizations--Theory--Research.

12-19

Young, Joseph A. and Barbara Smith.

Organizational change and the HR professional. Personnel, 65:44-46+, October 1988.

Descriptors: *Change, Organizational / *Organization development.

CIVIL SERVICE, FEDERAL

12-20

Lewis, Gregory B. and Meesung Ha.

Impact of the baby boom on career success in Federal civil service. Public administration review, 48:951-956, November-December 1988.

Descriptors: *Civil service--Statistics / *Federal employees--Characteristics / *Demographic characteristics--Research / Federal government.

CIVIL SERVICE, FOREIGN

12-21

Chow, King W.

The management of Chinese cadre resources: the politics of performance appraisal (1949-84). International review of administrative sciences, 54:359-377, September 1988.

Descriptors: *China--Civil service / *Civil service reform / *Performance evaluation.

12-22

Siedentopf, Heinrich and Christoph Hauschild.

Personnel policies in the Federal Republic of Germany: scarce resources and modernization programmes. International review of administrative sciences, 54:453-466, September 1988.

Descriptors: *Germany (West)--Civil service / *Personnel policies / *Civil service reform.

COMMUNICATION

12-23

Reed, Marietta.

The telephone: use it to increase efficiency & enhance the corporate image. Manage, 40:10-12+, July 1988.

Descriptors: *Telephone etiquette.

COMMUNICATION (Cont'd)

12-24

Training 101: from beginning to end. Training & development journal, 42:18-20, October 1988.

Contents: Getting started: how expert writers do it, by Ilena DeVos; Endings: bridges to the future, by Pamela E. Berns.

Descriptors: *Writing.

COMPENSATION

12-25

Barra, Anthony J.

Employees keep informed with interactive kiosks. Personnel journal, 67:43-44+, October 1988.

Descriptors: *Fringe benefits--Information services / *Data bases / Case studies.

12-26

Cihon, Patrick.

Comparable worth: the Quebec experience. Journal of collective negotiations in the public sector, 17:249-255, no. 3 1988.

Descriptors: *Pay rates / *Canada.

12-27

Finch, James D.

Computers help link performance to pay. Personnel journal, 67:120+, October 1988.

Descriptors: *Performance-based pay / *Computers / Performance evaluation.

12-28

Gandossy, Robert P. and Edward L. Gubman.

Change pay for performance without resistance. Personnel journal, 67:127+, October 1988.

Descriptors: *Performance-based pay.

12-29

Grossman, Morton E. and Margaret Magnus.

The boom in benefits. Personnel journal, 67:50-55, November 1988.

Descriptors: *Fringe benefits / *Health benefit programs / *Retirement benefits / *Insurance.

12-30

Horrigan, June and Ann Harriman.

Comparable worth: public sector unions and employers provide a model for implementing pay equity. Labor law journal, 39:704-711, October 1988.

Descriptors: *Pay rates--Cases.

12-31

Johnson, Richard E. and Susan J. Velleman.

Section 89: close the new Pandora's Box. Personnel journal, 67:70-78, November 1988.

Descriptors: *Fringe benefits--Law and legislation / *Fringe benefit administration--Law and legislation.

COMPENSATION (Cont'd)

12-32

Lawler, Edward E., III.
Pay for performance: making it work. Personnel, 65:68-71, October 1988.
Descriptors: *Performance-based pay.

12-33

Ortman, John.
Section 89: why you should act now. Personnel journal, 67:78-79, November 1988.
Descriptors: *Fringe benefits--Law and legislation / *Fringe benefit administration--Law and legislation.

12-34

Waldman, Steven and Betsy Roberts.
Grading 'merit pay.' Newsweek, 112:45-46, November 14, 1988.
Descriptors: *Performance-based pay--Evaluation.

COUNSELING

12-35

Critical incidents in counselor development. Journal of counseling and development, 67:69-134, October 1988.
Partial contents: Autonomy, control, and affiliation: your issues or mine? by Claudia J. Haferkamp; Counselors have feelings, too, by John MacDevitt; Culture shock with a happy ending, by Terence P. Hannigan; Critical incidents aren't accidents, by Suzanne Lange; Grief as a process: what helps, what hurts, what heals, by Mary E. DePauw and James B. Luther; Toward the emergence of professional identity, by Marya Barey Kyril; Mid-life career change: taking the plunge, by Richard G. Weigel; Critical incidents in counselor development: themes and patterns, by L. Sherilyn Cormier.
Descriptors: *Counselors--Training / *Personal development / *Critical incidents method.

ELECTRONIC DATA PROCESSING

12-36

Skeggs, Jeffrey L.
Effective lighting needed now for computers to come. Office, 108:74+, October 1988.
Descriptors: *Computers / *Lighting / *Working conditions.

12-37

Thackeray, Gail.
Computer security: the menace is from inside. Office, 108:45-48, October 1988.
Descriptors: *Electronic data processing departments--Security measures.

EMPLOYEE HEALTH AND MEDICAL CARE

12-38

Amara, Roy.
Health care tomorrow. Futurist (World Future Society), 22:16-20, November-December 1988.
Descriptors: *Medical care / *Futures (of society).

12-39
Blendon, Robert J. and Karen Donelan.
Discrimination against people with AIDS: the public's perspective. New England journal of medicine, 319:1022-1026, October 13, 1988.
Descriptors: *AIDS (Disease)--Public opinion / *Discrimination / Surveys.

12-40
Braiker, Harriet B.
Are you a "Type E"? Secretary, 48:25-28, October 1988.
Descriptors: *Stress, Psychological / *Health, Employee.

12-41
Colosi, Marco Leo.
AIDS: human rights versus the duty to provide a safe workplace. Labor law journal, 39:677-687, October 1988.
Descriptors: *AIDS (Disease)--Cases / *Health, Employee / *Personnel policies.

12-42
Englehardt, H. Tristram, Jr. and Michael A. Rie.
Morality for the medical-industrial complex: a code of ethics for the mass marketing of health care. New England journal of medicine, 319:1086-1089, October 20, 1988.
Descriptors: *Medical care--Economic aspects / *Medical ethics.

12-43
Harper, Douglas C.
Control health care costs. Personnel journal, 67:64-70, October 1988.
Descriptors: *Medical care--Costs--Control / *Medical care--Costs--Statistics.

12-44
Jayaratne, Srinika and David Himle and Wayne A. Chess.
Dealing with work stress and strain: is the perception of support more important than its use? Journal of applied behavioral science, 24:191-202, no. 2 1988.
Descriptors: *Stress, Psychological--Research.

12-45
Knight, Evelyn A. and W. Michael Felts.
Comprehensive health programs should include stress management. Occupational health & safety, 57:46-50, October 1988.
Descriptors: *Stress, Psychological / *Health benefit programs / *Physical fitness.

12-46
Nugent, William C.
When employees seek workers' compensation for stress. Employee relations law journal, 14:239-252, Autumn 1988.
Descriptors: *Health, Employee--Cases / *Stress, Psychological--Cases / *Employees' compensation--Cases.

EMPLOYEE HEALTH AND MEDICAL CARE (Cont'd)

12-47
Trinkaus, John and Murray Greenberg.
The VDTs are here: health hazard issue and all. Journal of systems management, 39:6-13, October 1988.
Descriptors: *Health, Employee / *Electronic data processing personnel.

12-48
Tune, Gudrun F.
An innovative approach to EAPs and managed care. Personnel journal, 67:52-55, October 1988.
Descriptors: *Counseling--Case studies.

12-49
Zeidner, Rita.
Repeated motion on the job can translate to painful disorders. Federal times, 24:2+, November 14, 1988.
Descriptors: *Health, Employee / Federal government.

EQUAL OPPORTUNITY IN EMPLOYMENT

12-50
Kennedy, Bryan.
Archival data must be accurate. Personnel journal, 67:108+, November 1988.
Descriptors: *Selection--Law and legislation / *Discrimination--Law and legislation / *Equal opportunity in employment--Law and legislation.

12-51
Murphy, Betty Southard, Wayne E. Barlow and D. Diane Hatch.
Age bias charge filings. Personnel journal, 67:17-18, November 1988.
Descriptors: *Age discrimination--Cases.

12-52
Rasnic, Carol D.
The Supreme Court and affirmative action: an evolving standard or compounded confusion? Employee relations law journal, 14:175-190, Autumn 1988.
Descriptors: *Affirmative action--Cases / *Affirmative action plans--Cases.

12-53
Wrenn, Sabrina M.
Gay rights and workplace discrimination. Personnel journal, 67:91-92+, October 1988.
Descriptors: *Homosexuals / *Discrimination--Cases / *Equal opportunity in employment.

ETHICS

12-54
Fein, Richard.
Tough choices: ethical dilemmas in our profession. Journal of career planning & employment, 49:44-49, Fall 1988.
Descriptors: *Professional ethics / *Recruiters--Responsibilities / *Recruitment.

ETHICS (Cont'd)

12-55

Hejka-Ekins, April.

Teaching ethics in public administration. Public administration review, 48:885-891, September-October 1988.

Descriptors: *Professional ethics / *Public administration--Study and teaching.

EXECUTIVES

12-56

Chusmir, Leonard H. and Victoria Franks.

Stress and the woman manager. Training & development journal, 42:66-70, October 1988.

Descriptors: *Women executives / *Stress, Psychological / *Women--Attitudes toward.

12-57

Making leaders at Wharton. Fortune, 118:66, October 24, 1988.

Descriptors: *Executives--Education / *Executives--Training / *Business education.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

12-58

Bartolome, Fernando and Andre Laurent.

Managers: torn between two roles. Personnel journal, 67:72-79+, October 1988.

Descriptors: *Executives--Abilities / *Executives--Characteristics / *Executives--Responsibilities.

12-59

Curtin, Joseph L.

Putting self-esteem first. Training & development journal, 42:41-44, October 1988.

Descriptors: *Executives--Abilties / *Executives--Characteristics / *Leadership.

12-60

Finney, Martha I.

A matter of balance. Personnel administrator, 34:66-70, October 1988.

Profile of Bob Beck of the Bank of America.

Descriptors: *Executives--Attitudes / *Executives--Abilities.

12-61

Gattiker, Urs E. and Laurie Larwood.

Predictors for managers' career mobility, success, and satisfaction. Human relations, 41:569-591, August 1988.

Descriptors: *Executives--Characteristics--Research / *Success in employment--Research / *Job satisfaction research.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

12-62
Goddard, Robert W.
Managing in the midst of politics. Management world, 17:7-10, September-October 1988.
Descriptors: *Executives--Abilities / *Executives--Characteristics / *Executives--Responsibilities.

12-63
Lukaszewski, James E.
Behind the throne: how to coach and counsel executives. Training & development journal, 42:32-35, October 1988.
Descriptors: *Executives--Characteristics / *Coaching.

12-64
Ross, Bob.
Humor: a tool for new age managers. Manage, 40:24-25, October 1988.
Descriptors: *Executives--Characteristics / *Wit and humor.

12-65
Stoneall, Linda.
Open your eyes: observation skills. Personnel journal, 67:103-104+, October 1988.
Descriptors: *Executives--Characteristics / *Executives--Abilities / *Perception.

EXECUTIVES--COMPENSATION

12-66
O'Reilly, Charles A., III, Brian G. Main and Graef S. Crystal.
CEO compensation as tournament and social comparison: a tale of two theories. Administrative science quarterly, 33:257-274, June 1988.
Descriptors: *Executive compensation--Research / *Executives--Pay--Research.

12-67
Ross, James P.
Improving profits by enhanced management incentives. Manage, 40:34-35, October 1988.
Descriptors: *Executive compensation / *Financial incentives.

12-68
Tully, Shawn.
American bosses are overpaid... Fortune, 118:121+, November 7, 1988.
Descriptors: *Executive compensation--Comparative studies / *Executive compensation--Case studies.

EXECUTIVES--RECRUITMENT

12-69
Cowan, Robert A.
How not to work with an executive recruiter. Manage, 40:14-15+, July 1988.
Descriptors: *Executives--Recruitment / *Executive recruiters--Utilization.

EXECUTIVES--RESPONSIBILITIES

12-70
Grensing, Lin.
Employee "personal problems": should you get involved? Manage, 40:30-33, October 1988.
Descriptors: *Executives--Responsibilities / *Employee counseling.

12-71
Labich, Kenneth.
The seven keys to business leadership. Fortune, 118:58-62+, October 24, 1988.
Descriptors: *Executives--Responsibilities / *Management / *Leadership.

12-72
Lewis, John W., III.
Breaking the quality circle. Personnel administrator, 34:72-76, October 1988.
Descriptors: *Executives--Responsibilities / *Creative thinking.

12-73
Longenecker, Clinton O. and Patrick R. Liverpool.
Making yourself all ears. Management world, 17:22-23, September-October 1988.
Descriptors: *Executives--Responsibilities / *Listening.

12-74
Schaffer, Robert H.
Built-in barriers to high performance. Management solutions, 33:38-43, November 1988.
Descriptors: *Executives--Responsibilities / *Executives--Abilities / *Executive effectiveness.

12-75
Stogsdill, June M. and Brian H. Kleiner.
Turning away unwanted politics. Management world, 17:14, September-October 1988.
Descriptors: *Executives--Responsibilities.

EXECUTIVES--TRAINING

12-76
Brown, Mark G.
The emperor's still naked: why management remains in the Dark Ages. Performance & instruction, 27:1-4, October 1988.
Descriptors: *Executives--Training--Evaluation / *Management development--Evaluation.

12-77
Rice, Berkeley.
Work or perk? Psychology today, 22:26+, November 1988.
Descriptors: *Executives--Training--Evaluation / *Executive seminar centers--Evaluation.

EXECUTIVES--TRAINING (Cont'd)

12-78
Smith, Brian and Brian H. Kleiner.
Why executives need a liberal arts education. Personnel journal, 67:36+, November 1988.
Descriptors: *Executives--Education.

HEALTH PERSONNEL

12-79
Healy, Bernadine.
Innovators for the 21st century: will we face a crisis in biomedical-research brainpower? New England journal of medicine, 319:1058-1064, October 20, 1988.
Descriptors: *Health personnel / *Labor supply.

INSURANCE, HEALTH

12-80
Beal, Robert W. and Michael J. Cowell.
AIDS and disability insurance. Best's review (life/health insurance edition), 89:48+, October 1988.
Descriptors: *AIDS (Disease) / *Insurance, Disability.

12-81
Cannon, Nancy L.
Building benchmarks. Best's review (life/health insurance edition), 89:64, October 1988.
Descriptors: *Insurance, Health--Evaluation / *Insurance, Health--Comparative studies.

12-82
Eno, Woodrow E. and Kevin Haugh.
The uninsured: shaping a solution. Best's review (life/health insurance edition), 89:38-40+, October 1988.
Descriptors: *Insurance, Health--Administration--Evaluation.

12-83
Jain, Rita S.
Employer-sponsored vision care brought into focus. Monthly labor review, 111:19-23, September 1988.
Descriptors: *Eye care insurance / Surveys.

12-84
Kaple, Josephine G.
A path through the managed care maze. Best's review (life/health insurance edition), 89:62-67+, October 1988.
Descriptors: *Insurance, Health--Administration--Evaluation / *Medical care--Costs.

12-85
Leisure, Lawrence B.
Managed care plans: the third generation. Best's review (life/health insurance edition), 89:56-68, October 1988.
Descriptors: *Insurance, Health--Administration--Evaluation.

INSURANCE, HEALTH (Cont'd)

12-86

Surfass, Kendall R.

Long-term care in the limelight. Best's review (life/health insurance edition), 89:28+, October 1988.

Descriptors: *Insurance, Health--Administration--Evaluation.

INTERVIEWING

12-87

Horwitz, Jonathan and Howard Kimpel.

Taking control: techniques for the group interview. Training & development journal, 42:52-54, October 1988.

Descriptors: *Group interviewing.

INVASION OF PRIVACY

12-88

Evans, David G.

Private lives of employees: how much should employers know? Occupational health & safety, 57:36-37+, October 1988.

Descriptors: *Invasion of privacy / *Drug abusers--Personnel policies.

12-89

Libbin, Anne E. and J. Christopher Stevens.

The right to privacy at the workplace, part 4: employee personal relationships. Personnel, 65:56-60, October 1988.

Part 4 of a series of articles on privacy at the workplace. Parts 1, 2, and 3 appeared in Personnel, 65:20-22+, July 1988; 65:57-60, August 1988; and 65:65-66+, September 1988.

Descriptors: *Invasion of privacy / *Invasion of privacy--Cases.

JOB ANALYSIS

12-90

DeWeaver, Mary J.

Job task systems management: a performance technology success story. Performance & instruction, 27:22-32, November-December 1988.

Descriptors: *Task analysis / *Job analysis / *Service industries--Administration.

JOB DESIGN

12-91

Collins, Paul D. and Donald C. King.

Implications of computer-aided design for work and performance. Journal of applied behavioral science, 24:173-190, no. 2 1988.

Descriptors: *Job design--Research / *Computers.

JOB SATISFACTION

12-92

Bottger, Preston C. and others.

Effect of assimilation of work experience on growth satisfaction: assessment of selected validity threats. Human relations, 41:603-617, August 1988.

Descriptors: *Job satisfaction research / *Job factors--Research.

JOB SATISFACTION (Cont'd)

12-93

Putti, Joseph M. and Jarmal Singh.

The organizational climate factors and dimensions of job satisfaction in a law enforcement agency. International review of administrative sciences, 54:411-425, September 1988.

Descriptors: *Job satisfaction research / *Organizations--Climate--Research / *Law enforcement personnel--Attitudes / *Singapore.

JOB SEARCH

12-94

Charles, Paul J.

Resumes without the clutter. Management world, 17:19-20, September-October 1988.

Descriptors: *Job search / *Resumes.

LABOR FORCE

12-95

Mellor, Earl F. and William Parks, II.

A year's work: labor force activity from a different perspective. Monthly labor review, 111:13-18, September 1988.

Descriptors: *Labor force--Statistics / *Unemployed--Statistics / Surveys.

LABOR-MANAGEMENT RELATIONS

12-96

Abraham, Katharine G. and Henry S. Farber.

Returns to seniority in union and nonunion jobs: a new look at the evidence. Industrial and labor relations review, 42:3-19, October 1988.

Descriptors: *Seniority--Research.

12-97

Alexander, Kenneth O.

Worker participation and the law once again: overview and evaluation. Labor law journal, 39:696-703, October 1988.

Descriptors: *Participative management--Cases.

12-98

Blocklyn, Paul L.

Labor relations: toward an uncertain future. Personnel, 65:18-19+, October 1988.

Descriptors: *Labor-management relations.

12-99

Brodie, Donald W.

Individual contracts of employment (part II). Labor law journal, 39:663-676, October 1988.

Second of two-part article. Part 1 appeared in Labor Law Journal, 39:585-604, September 1988.

Descriptors: *Labor contract--Cases / *Contracts--Cases.

12-100
Bushe, Gervase R.
Developing cooperative labor-management relations in unionized factories: a multiple case study of quality circles and parallel organizations within joint quality of work life projects. Journal of applied behavioral science, 24:129-150, no. 2 1988.
Descriptors: *Labor-management relations--Case studies / *Quality of working life / *Quality circles--Case studies / *Factory management--Case studies.

12-101
Cannings, Kathy.
Managerial promotion: the effects of socialization, specialization, and gender. Industrial and labor relations review, 42:77-89, October 1988.
Descriptors: *Executives--Promotion--Research / *Women executives--Career opportunities / *Promotion--Research.

12-102
Dunn, John K. and Craig E. Overton.
Arbitrator's utilization of private sector criteria in resolving public sector disputes. Journal of collective negotiations in the public sector, 17:197-206, no. 3 1988.
Descriptors: *Contract arbitration--Research / *Grievance arbitration--Research.

12-103
Maranto, Cheryl L.
Corporate characteristics and union organizing. Industrial relations, 27:352-370, Fall 1988.
Descriptors: *Union organizing--Research / *Organizational characteristics--Research.

12-104
Meyer, David and William Cooke.
Economic and political factors in formal grievance resolution. Industrial relations, 27:318-335, Fall 1988.
Descriptors: *Grievances--Research / *Labor disputes--Research.

12-105
Rose, Winfield H.
Recent developments in public sector labor relations law: the Garcia, Jackson Transit, Bowen, and Chicago Teachers cases. Journal of collective negotiations in the public sector, 17:207-219, no. 3 1988.
Descriptors: *Labor-management relations--Law and legislation / *Labor-management relations--Cases.

12-106
Rueschhoff, M. Susan.
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LABOR-MANAGEMENT RELATIONS (Cont'd)

12-107

Zax, Jeffrey S.

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Descriptors: *Unions--Research / *Collective bargaining unit--Research / *Municipal government.

LABOR TURNOVER

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Teel, Kenneth S. and Sal M. Kukalis.

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Descriptors: *Labor turnover--Research.

LEADERSHIP

12-110

Vanderslice, Virginia J.

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Descriptors: *Information management / *Technological change / *Executives--Abilities.

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Descriptors: *Service industries--Administration / *Management methods.

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Drago, Robert.

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12-114
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Descriptors: *Management methods--Comparative studies / *Industrial management--Comparative studies.

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El Fattal, David.
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12-116
Foxman, Loretta D. and Walter L. Polsky.
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Descriptors: *Cost reduction / *Reduction in force / *Outplacement.

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Descriptors: *Service industries--Administration / *Management methods.

12-118
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Descriptors: *Management information systems / *Information management.

12-119
Greer, Michael.
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12-120
Jonassen, David H., R. Scott Grabinger and Brent G. Wilson.
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12-121
Kedia, Ben L. and Rabi S. Bhagat.
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Descriptors: *Management--Comparative studies / *National characteristics--Research.

12-122
Lieberman, Lawrence.
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Descriptors: *Service industries--Administration / *Management methods.

12-123
Lovett, Paul D.
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Descriptors: *Meetings--Administration / *Meetings--Planning.

12-124
Omar, Mohammed H.
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Descriptors: *Management information systems / *Microcomputers / *Information management.

12-125
Schwartz, John and Elizabeth Bradburn.
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Descriptors: *Management--Study and teaching / *Management development--Evaluation / *Business education--Evaluation.

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Silk, Leonard.
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Descriptors: *Industry--Social aspects.

12-127
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12-128
Tunis, James.
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12-129
Weiss, Alan.
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Descriptors: *Risk / *Innovation.

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12-130

Carter, Susan B.

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MORALE

12-131

Meyer, Jan.

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Descriptors: *Morale.

OCCUPATIONS AND OCCUPATIONAL CHOICE

12-132

Goldstein, Julie and Jeri Cohen.

Giving your boss the edge. Secretary, 48:30-31, October 1988.

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12-133

Neighbors, John.

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Descriptors: *Service industries / *Insurance workers.

OLDER WORKER

12-134

Hutchens, Robert M.

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Descriptors: *Older worker--Career opportunities / *Age discrimination--Research.

ORGANIZATIONAL BEHAVIOR

12-135

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Descriptors: *Organizational behavior--Research.

12-136

Bredin, James.

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12-137

Davidson, Jeffrey P.

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Descriptors: *Organizational behavior / *Success in employment / *Personal development.

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Descriptors: *Organizational behavior--Research / *Power (Social sciences)--Research / *Work values--Research.

12-139
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Descriptors: *Organizational behavior--Research / *Federal employees--Characteristics / *Leadership / Federal government.

12-140
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Descriptors: *Organizational behavior / *Group dynamics / *Leadership.

12-141
Liden, Robert C. and Terence R. Mitchell.
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12-142
Phillips, Susan D. and others.
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Descriptors: *Organizational behavior / *Employee development / *Literature reviews.

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Descriptors: *Organizational climate--Research / *Organizational characteristics--Research / *Organizational effectiveness--Research.

ORGANIZATIONS (Cont'd)

12-146
Schneider, Susan C.
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Descriptors: *Organizations--Climate--Research / *Cross-cultural communication / *Overseas management.

12-147
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Descriptors: *Organizational effectiveness--Research / *Organizational characteristics--Research.

PERFORMANCE EVALUATION

12-148
DeFuria, Maureen C. and Daniel G. Shimshak.
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Descriptors: *Performance evaluation / *Service industries.

12-149
Foxman, Loretta D. and Walter L. Polsky.
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Descriptors: *Performance evaluation.

PERSONNEL ADMINISTRATION

12-150
Levy, Martin.
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Descriptors: *Personnel administration--Planning.

12-151
McGregor, Eugene B., Jr.
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12-152
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Descriptors: *Personnel administration--Comparative studies / *China.

PERSONNEL DEPARTMENTS

12-154
Walker, James W.
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Descriptors: *Personnel departments / *Personnel officers.

PERSONNEL POLICIES

12-155
Abbasi, Sami M., Kenneth W. Hollman and Joe H. Murrey, Jr.
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Descriptors: *Drugs / *Medical and physical examinations--Law and legislation.

12-156
Hames, David S.
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Descriptors: *Personnel policies--Cases / *Smoking--Cases.

12-157
Jacobs, Roger B. and Cora S. Koch.
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Descriptors: *Polygraphy--Cases / *Polygraphy--Law and legislation.

12-158
Smith, Barbara.
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Descriptors: *Medical and physical examinations--Case studies / *Drugs.

12-159
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Descriptors: *Drug abusers--Personnel policies--Cases / *Polygraphy--Law and legislation / *Medical and physical examinations--Cases.

12-160
Veglahn, Peter A.
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Descriptors: *Drug abusers--Personnel policies--Cases / *Medical and physical examinations.

PERSONNEL RECORDS

12-161

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Descriptors: *Personnel information systems / *Data bases.

12-162

Spirig, John E.

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Descriptors: *Personnel information systems.

PRIVATIZATION

12-163

Morgan, David R. and Robert E. England.

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Descriptors: *Privatization--Research.

PRODUCTIVITY

12-164

Eden, Dov.

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Descriptors: *Expectancy theory--Research / *Productivity improvement--Research / *Motivation theory--Research / *Goal setting--Research.

12-165

Jablonski, Mary, Larry Rosenblum and Kent Kunze.

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Descriptors: *Productivity--Statistics.

12-166

Mandeville, David E.

Productivity improvement as an evolving process. National productivity review, 7:298-307, Autumn 1988.

Descriptors: *Productivity improvement.

12-167

Springer, T. J.

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Descriptors: *Productivity improvement / *Human engineering.

PROFESSIONAL EMPLOYEES

12-168

Jost, Kenneth.

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Descriptors: *Attorneys--Public opinion.

PROMOTION

12-169

Mertens, Glen H.

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Descriptors: *Promotion--Cases.

PUBLIC ADMINISTRATION

12-170

Baldwin, J. Norman.

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Descriptors: *Public administration--Study and teaching / *Master of public administration degree--Comparative studies.

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Bowman, James S.

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Descriptors: *Master of public administration degree / *Public administration--Study and teaching.

12-172 S/C

Brauer, Carl.

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Descriptors: *Transitions, Presidential / *Public administration / Federal government.

12-173

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Descriptors: *Public administration--Comparative studies / *Civil service reform--Comparative studies / *Privatization.

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Descriptors: *Cost effectiveness--Evaluation / *President's Private Sector Survey on Cost Control in the Federal Government--Evaluation / Federal government.

12-175

Peterson, Steven A.

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Descriptors: *Bureaucracy--Research.

PUBLIC ADMINISTRATION (Cont'd)

12-176
Vernardakis, George.
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Descriptors: *Public administration--Study and teaching / *France--Civil service / *Policy formulation.

REDUCTION IN FORCE

12-177
Hirsch, Paul.
The management purges. Business month, 132:38-42, November 1988.
Descriptors: *Reduction in force / *Change, Organizational / *Cost reduction / *Middle management.

12-178
Kochan, Thomas A., John Paul MacDuffie and Paul Osterman.
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DEC = Digital Equipment Corporation.
Descriptors: *Reduction in force--Case studies / *Job security--Case studies.

12-179
McCune, Joseph T., Richard W. Beatty and Raymond V. Montagno.
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Descriptors: *Reduction in force--Administration / *Industry / Surveys.

12-180
Odiorne, George S.
Downsizing: how to survive in times of organization shrinkage. Manage, 40:2-6+, October 1988.
Descriptors: *Reduction in force / *Executives--Responsibilities.

REMOVAL

12-181
Kellam, Susan.
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Descriptors: *Removal / Federal government.

SAFETY

12-182
Johns, Horace E.
OSHA's impact on human resources management. Personnel journal, 67:102+, November 1988.
Descriptors: *Safety--Law and legislation / *Health, Employee--Law and legislation.

SCIENTISTS AND ENGINEERS

12-183

Etzion, Dalia.

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Descriptors: *Engineers--Characteristics / *Burn out (Psychology)--Research / *Success in employment--Research.

SECURITY

12-184

Securing corporate America. Personnel administrator, 34:56-61, October 1988.

Descriptors: *Industry--Security measures / *Internal security.

SUPERVISION

12-185

Danziger, Elizabeth.

Minimize office gossip. Personnel journal, 67:31-32+, November 1988.

Descriptors: *Supervisors--Responsibilities / *Communication in personnel management / *Grapevine / Organizational behavior.

12-186

Deitzer, Bernard A. and Alan G. Krigline.

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Descriptors: *Supervisors--Responsibilities / *Decision-making / *Problem solving.

12-187

Murphy, Sheila E.

Supervising for performance. Performance & instruction, 27:13-18, October 1988.

Descriptors: *Supervision / *Performance.

TESTS

12-188

Swanson, Jane L. and Jo-Ida C. Hansen.

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Descriptors: *Tests, Vocational interest.

THOUGHT AND THINKING

12-189

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Partial contents: Intuitive processes in executive decision making, by Zoa Rockenstein; Group imaging for action: creative thinking and problem solving, by Lynne S. Schwab and Mary Elizabeth D'Zamko; A model of the creative process based on quantum physics and Vedic science, by Laura Hall Rose.

Descriptors: *Creative thinking / *Problem solving / *Decision-making.

TRAINING

12-190
Abed, Farough.
A model for managing training data. Performance & instruction, 27:10-12, October 1988.
Descriptors: *Training / *Information management.

12-191
Bishop, Kathleen A.
Tips for making your seminar a success. Manage, 40:22-23+, July 1988.
Descriptors: *Meetings--Planning / *Meetings--Administration.

12-192
Carnevale, Anthony P. and others.
Workplace basics: the skills employers want. Training & development journal, 42:22-26+, October 1988.
Descriptors: *Training / *Training--Case studies.

12-193
Gayeski, Diane M.
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Descriptors: *Programmed instruction / *Computer-assisted instruction.

12-194
Kramm, Kenneth R.
Productivity is often not a training issue. Personnel journal, 67:117-118+, November 1988.
Descriptors: *Training evaluation / *Productivity improvement.

12-195
Kramm, Kenneth R. and Deborah A. Kramm.
Honing the competitive edge. Personnel administrator, 34:88-92, October 1988.
Descriptors: *Training / *Employee development.

12-196
Murk, Peter J. and John H. Wells.
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Descriptors: *Training planning.

12-197
Schreier, James W.
Combatting drugs at work. Training & development journal, 42:56-60, October 1988.
Descriptors: *Training / *Drugs / *Alcoholism.

WOMEN--EMPLOYMENT

12-198

Bremer, Kamala and Deborah A. Howe.
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Descriptors: *Women--Employment--Research / *Women--Career planning--Research / State government.

12-199

Fierman, Jaclyn.
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Descriptors: *Day care centers / *Mothers--Employment / *Children of working parents.

12-200

Herz, Diane E.
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Descriptors: *Women--Employment--Statistics / *Older worker--Statistics / *Women--Characteristics--Statistics.

WORK LIFE

12-201

Adams, John D. and Sabina A. Spencer.
People in transition. Training & development journal, 42:61-63, October 1988.
Descriptors: *Change (Psychology).

12-202

Arthur, Michael B.
Career development and participation at work: time for mating? Human resource management, 27:181-199, Summer 1988.
Descriptors: *Employee development--Research / *Socialization--Research.

12-203

Hayghe, Howard V.
Employers and child care: what roles do they play? Monthly labor review, 111:38-44, September 1988.
Descriptors: *Day care centers--Statistics / Surveys.

12-204

Kelly, Marcia M.
The work-at-home revolution. Futurist (World Future Society), 22:28-32, November-December 1988.
Descriptors: *Work at home / *Occupations.

12-205

Meyer, John P. and Natalie J. Allen.
Links between work experiences and organizational commitment during the first year of employment: a longitudinal analysis. Journal of occupational psychology, 61:195-209, September 1988.
Descriptors: *Organizational commitment--Research / *College graduates--Attitudes.

WORK LIFE (Cont'd)

12-206

Tobias, Lester L.

Shaking the underachievement bug. Management world, 17:21, September-October 1988.

Descriptors: *Success in employment / *Personal development.

12-207

Tornow, Walter W.

Contract redesign. Personnel administrator, 34:97-101, October 1988.

Descriptors: *Industrial relations.

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